

HOUR ADJUSTMENT WORKSHEET STATE OF NORTH DAKOTA

SFN 14355

Bus Unit/Set ID#: This is a 5-digit number made up of your agency's 3-digit number with 00 on the end.

Dept #: This is the 3-digit number of the division that the employee is in. If your agency does not have separate division numbers it is the 3-digit agency number.

Pay Group: This is either PG1 (salaried employees), PG2 (hourly employees), or MJ1 (employees that are employed by more than one agency or have two positions within one agency).

Date: The date the document was prepared.

Prepared by: Your name.

Empl ID#: The id number of the employee whose hours are being adjusted.

Employee Name: The name of the employee whose hours are being adjusted.

Explanation: Please explain why these hours are being adjusted.

Leave Boxes: Fill in the amount of hours for each leave type that needs to be adjusted. Use a + or – to show if they are to be added to or subtracted from the balance.

Earning Code	Types of Leave	Spec Accum	Adjustments	Leave Adjusted	Action needed to correct leave previously submitted
SAL, SSL,SCT	Vacation, Sick, Comp Time		If you enter a negative number it will be subtracted from the leave balance	Vacation, Sick, Comp Time	If you should have taken the leave and you didn't
SAL, SSL,SCT	Vacation, Sick, Comp Time		If you enter a positive number it will be added to the leave balance	Vacation, Sick, Comp Time	If you shouldn't have taken leave and you did
SAL, SSL	Vacation, Sick		If you enter a negative number it will be subtracted from the leave balance	Vacation, Sick	If you accrued too much leave.
SAL, SSL	Vacation, Sick		If you enter a positive number it will be added to the leave balance	Vacation, Sick	If you didn't accrue enough leave.
SFS	Family Sick	FSL	If you enter a negative number it will be subtracted from the sick leave balance and added to the family sick leave accumulator	Sick	If you should have taken family sick leave and you didn't
SFS	Family Sick	FSL	If you enter a positive number it will be added to the sick leave balance and subtracted from the family sick leave accumulator	Sick	If you shouldn't have taken family sick leave and you did
SFL, SJL, SML,SHP	Funeral, Jury, Military, Holiday	FNL, JUR, MIL, HOL	If you enter a negative number it will add to the funeral, jury, military, or holiday leave accumulator	None	If you should have taken funeral, jury, military, or holiday leave and you didn't
SFL, SJL, SML,SHP	Funeral, Jury, Military, Holiday	FNL, JUR, MIL, HOL	If you enter a positive number it will subtract from the funeral, jury, military, or holiday leave accumulator	None	If you shouldn't have taken funeral, jury, military, or holiday leave and you did